

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Records Inventory

FROM:

O/DDA  
 7D18, Headquarters

EXTENSION

NO.

DATE

18 October 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1  DDA/RMO  
 7D10, Headquarters

*21 Oct*  
 1 NOV 1983

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ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: DDA/RMO			FROM: (Directorate and Office) O/DDA (Registry, MS, CMS, SSA, and SS)		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET		CUBIC FEET 243.45
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.					2.05
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.					10.50
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.					140.40
5. MAGNETIC RECORDS	Computer Tapes		NUMBER 0	/// ÷ 7 = ///	--
	Audio Tapes		0	/// ÷ 20 = ///	--
	Video Tapes		23	/// ÷ 7 = ///	3.29
	Disc Packs		0	/// ÷ 2 = ///	--
	Word Processing Magnetic Tapes		0	/// ÷ 72 = ///	--
	Word Processing Magnetic Cards		///	÷ 6 =	--
	Magnetic Diskettes 5 1/4"		///	÷ 5 =	--
	Magnetic Diskettes 8"		///	÷ 2 =	--
	Paper Tapes (on reels)			/// ÷ 72 = ///	--
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 51	NUMBER (35mm)	16mm ÷ 84 =	.61
				35mm ÷ 54 =	--
	Aperture Cards		///	÷ 6 =	--
	Microfiche		///	÷ 6 =	--
7. TOTAL VOLUME ON HAND (1 through 6)					400.30
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR					464.00
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE					INCREASE DECREASE 63.70
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					35.00

STAT

FORM 12-81 **3581** OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

10/18/83  
DATE

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

### INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

#### EQUALS ONE CUBIC FOOT

Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"=.4	6"=.5
7"=.6	8"=.7	9"-10"=.8	11"=.9	12"-1.0

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		Video Tapes		23	/ / / / ÷ 20 = / / / /	--	
		Disc Packs			/ / / / ÷ 7 = / / / /	3.29	
		Word Processing Magnetic Tapes			/ / / / ÷ 2 = / / / /	--	
		Word Processing Magnetic Cards		/ / / / / / / / / /	/ / / / ÷ 12 = / / / /	--	
		Magnetic Diskettes 5¼"		/ / / / / / / / / /	/ / / / ÷ 6 = / / / /	--	
		Magnetic Diskettes 8"		/ / / / / / / / / /	/ / / / ÷ 5 = / / / /	--	
		Paper Tapes (on reels)			/ / / / ÷ 2 = / / / /	--	
6. MICROFORM RECORDS		Reels		NUMBER (16mm) 51	NUMBER (35mm)	16mm ÷ 72 = / / / /	.61
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